

STAFF ASSISTANT

DEFINITION: Under general supervision, performs administrative duties of a complex nature in support of the Office of the President and Vice-President; serves as a technical support on special program projects administered through the Office of the President and Vice-President; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbent of this class.

TASKS:

Plans, organizes, and evaluates successful accomplishment of special projects engineered under the office of the President and Vice-President; provides advice to assigned divisions; monitors legislative actions impacting the Navajo Nation; reviews documents on legislation, contracts, leases, and resolutions for signature; works closely with legal counsel and Department of Justice for legal interpretations; conducts research; recommends modifications on administrative and legislative documents; meets with clients, visitors, council delegates and division directors to determine appropriate decision or problem resolution; coordinates and/or facilitates meetings and activities for the President/Vice-President; serves as a liaison on health issues, veterans activities, child adoption, death penalty, domestic violence awareness, and urban Navajo issues/concerns.

Handles request for information or assistance from constituents, staff and council delegates; interfaces directly with other offices, internal and external agencies; resolves administrative and operational problems; attends meetings as a representative of the office of President/Vice-President when necessary; performs general administrative functions by participation in establishing goals and objectives to meet concerns presented by the Navajo Nation; prioritizes, organizes and manages multiple events, projects and activities simultaneously at the request for the President/Vice-President; serves as resource person for policy and procedure questions which require judgment and substantial analysis; researches and prepares draft responses to correspondences; performs related work as required of a political appointee.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of public or business administration.
Knowledge of committee rules, protocol, policies and regulations.
Knowledge of the Navajo Nation organizational structure, policies and procedures.
Knowledge of the principles of planning and the social and economic implications of planning.
Knowledge of basic budgeting procedures and financial record keeping.
Knowledge of a variety of computer software, including word processing, database and spreadsheets.
Skill in following oral and written instructions and procedures.
Skill in conducting research and preparing reports, documents, and correspondence.
Skill in presenting ideas and concepts orally and in writing.
Skill in utilizing public relations techniques in responding to inquiries and complaints.
Skill in establishing cooperative work relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in an office environment and requires a minimum of physical effort with intermittent sitting, standing and walking.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Government, Business Administration, or a closely related field; and two (2) years of experience managing governmental activities.

THE NAVAJO NATION

Class Code: 0205
Unclassified Personnel Series
Immediate Staff of the President and Vice-President Group
Overtime Code: Exempt
Pay Grade: 64

STAFF ASSISTANT

PREFERRED QUALIFICATIONS:

- A Master's degree in Government, Business Administration, or a closely related field.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.